

DOWNTOWN MARIETTA DEVELOPMENT AUTHORITY & HISTORIC BOARD OF REVIEW

The Marietta Historic Board of Review usually meets on the second Thursday of each month. (Meeting date may vary; phone 770.794.5502 for confirmation.) Meetings are held in the 4th floor conference room in Marietta City Hall, beginning at 5:30 p.m. Please plan to have a representative there to answer questions.

The purpose of the Historic District and the Board of Review, through the issuance of Certificates of Approval, is to ensure “that the worthy historical and architectural buildings, sites, monuments, streetscapes, structures, squares, and residential neighborhoods are protected and granted proper investigation before any renovation, restoration, preservation, rehabilitation or demolition takes place.” This includes basic maintenance of such a nature as new signage, new awnings or repainting, in the historic district. It applies only to exteriors, not interiors.

PROCEDURES

Application Requests

Requests for application and placement on the agenda for the Historic Board of Review should be made by the 1st Thursday of each month by contacting Doris Reidy at 770-794-5502.

For additional information concerning proposed signs, contact Dana Johnson in the Planning & Zoning Office at 770-794-5668.

Application Requirements

1. Signs or Painting

- A scaled drawing of the building façade showing the location of the sign, awning, canopy or painted area. Distance from the bottom of the sign to the ground should be identified. (Side view drawing required for projecting signs.) Only ONE sign is allowed per building frontage.
- A drawing indicating the specific style and dimensions of the sign and lettering.
- A color sample for each color to be used in the sign or painting. Color must be conservative and consistent with other colors in the Downtown Marietta Historic District. Approved color charts are available from Doris Reidy in the Mayor’s office. Paint chips or samples should be presented to the Board at the meeting.

- Indication of the material to be used, i.e. canvas, wood, composite material, etc. A sample or swatch of the material should be presented to the Board at the meeting.
- Description of the method of attachment to the structure.

(Not recommended for signs: neon, tin, bright colors)

2. Store front repair/alteration/renovation/miscellaneous

- Scaled architectural drawings of each proposed façade
- List of materials to be used; samples of materials should be presented to the Board at the meeting.
- Window type samples
- Paint color with locations noted.

3. New Construction

- Scaled architectural drawings of each proposed building elevation
- Site plan
- List of materials to be used
- Window type samples
- A sample of the materials to be used should be presented to the Board at the meeting.

Recommendation

Applicants are asked to turn in their completed applications by the Friday preceding the second Thursday, to Doris Reidy in the Mayor's office (phone: 770-794-5502) to give staff time before the meeting to make sure that all necessary information is included in the application.